

CPARS CONFIGURATION MANAGEMENT BOARD

Arlington, VA

June 12, 2007

0800 Welcoming Remarks, Introduction of Members and Guests - (All)

0810 Business Transformation Agency (BTA) Overview - (Mr. John O'Brien, BTA)

Mr. O'Brien stressed the BTA's role in defining business transformation standards and in implementing enterprise acquisition systems. The importance of the new requirements process (see Defense Sourcing Portfolio Requirements Life Cycle Management) was stressed.

0830 Defense Sourcing Portfolio Requirements Life Cycle Management - (Mr. Juan Lopez, BTA)

Mr. Lopez provided an overview of the BTA's new requirements/configuration management process and the various levels of approval required therein. An Operational Requirements Committee will represent the system users, define requirements, and recommend specific system releases. Requirements will be analyzed for technical feasibility by Enterprise Systems Configuration Control. Enterprise Systems Configuration Control is also responsible for system design, development, and testing. Defense Sourcing Portfolio Boards will vote on/approve the requirements. A Defense Sourcing Portfolio Steering Committee will define the strategic business vision. The CPARS CMB will become the CPARS Operational Requirements Committee and will provide recommended enhancements/requirements to the Defense Sourcing Portfolio Board for Supplier Management. A chart of the detailed life cycle management process was provided. **ACTION: Doreen Powell will provide an electronic copy of the life cycle management process chart (in Visio). Done. ACTION: Board members will provide comments on the proposed Defense Sourcing Portfolio Requirements Life Cycle Management process in one week.**

0900 CPARS Operational Requirements Committee (ORC) Charter - (Mr. Juan Lopez, BTA)

Mr. Lopez provided a copy of the draft ORC charter. ORC responsibilities include requirements formulation and design, prioritization of requirements, and proposal of specific system releases. ORC membership will consist of co-chairs from the BTA and Defense Procurement and Acquisition Policy (DPAP) with voting members from the Army, Navy, Air Force, Army Corps of Engineers, and Other Defense Agency (ODA) (1 representative for all ODAs). **ACTION: BTA will modify the charter to include Defense Logistics Agency under the single ODA representative. ACTION: Camille Ragland will research whether the**

Marine Corps wants to have its own voting member or whether it will be represented by the Navy voting member.

0930 Break

0945 PKI Update – (Mr. Ed Marceau, NSLC)

The requirement to have a DoD PKI certificate to access CPARS was implemented in October 2007 for DoD employees and in November 2007 for contractors. However, it has been very difficult for contractors to obtain the PKI certificates from the External Certificate Authorities (ECAs). There is often a 6 – 8 week delay in processing of requests, and the certificates do not always work once they are received. In addition, there is no defined process to enable foreign contractors to obtain DoD PKI certificates. Due to these problems, on April 23, 2007, a 90 day grace period in which existing contractors can access CPARS without a PKI certificate was implemented. For new contractors, the 90 day grace period begins on the day their account is created. In the case of foreign contractors, the Focal Point can provide the Help Desk with a list of the foreign contractor names and the Help Desk will extend the grace period an additional 90 days at a time. **ACTION: NSLC will modify CPARS to provide a foreign contractor indicator that the Focal Point can select when accounts are created.** If Board members hear of a case where an ECA is taking longer than 90 days to issue a PKI certificate, they should contact NSLC with specific details; NSLC will refer the case to DISA for resolution. **ACTION: The BTA will discuss the issue of PKI certificates internally and will update the Board with any progress made in this area.**

1000 PKI and Contractor Access – (Ms. Marilyn Kells, USACE)

Ms. Kells presented an opinion from the USACE Office of Council stating that contractors without PKI certificates must still be given the opportunity to comment on their evaluations in accordance with FAR 36 requirements. The Office of Council recommended having a hard copy work around for these cases. Ms. Kells provided the opinion to Mr. O'Brien. **ACTION: Marilyn Kells will provide a list of PKI frequently asked questions for the CPARS web site.**

1030 FAR Case 2005-015 Common Identification Standard for Contractors – (Mr. Gregg Oneal, HQ AMC & Ms. Doreen Powell, NSLC)

This case provides a contract clause for contractors who work on government installations that requires compliance with Agency identity verification procedures. The big hurdle to implementation of this requirement is that it takes a long time to process all the background checks needed to get onsite contractors Common Access Cards (CACs). There is no clause which deals specifically with PKI requirements for contractors who do not work onsite.

1045 OFPP Contractor Performance in the Acquisition Process Guide Update – (Ms. Doreen Powell, NSLC)

The Guide committee has reviewed all of the Board's comments. Some have been incorporated and some have not. The biggest areas of concern are that the Guide still allows for the eventual release of past performance evaluations to the public and that it puts the responsibility for writing the evaluation on the Contracting Officer. These two areas are in contradiction with the Board's recommendations. The case to incorporate the provisions in the Guide into the FAR was forwarded to the DAR Council for review. The DAR Council turned back the case to the Guide committee pending more information. **ACTION: Doreen Powell will send Heidi Johnson a copy of the Board's comments on the Guide. Done. Heidi Johnson will forward the comments to the DAR Council members for consideration of the Board's concerns. ACTION: If Board members encounter specific cases where a contractor is concerned about the release of past performance evaluations to the public, they will provide the details to NSLC who will forward the information to DPAP.**

1100 DoD CPARS Guide & DFARS PGI Case Status – (Mr. Juan Lopez, BTA)

The DoD CPARS Guide has been posted to the CPARS web site under the Reference Material link. CPARS users have been informed via email that the Guide is available. The completion of the DoD CPARS Guide is a huge accomplishment for the CMB. The Guide is also with the DAR Council for incorporation into the DFARS PGI. There will be a link to the Guide in the Table of Contents in PGI 242.15. **ACTION: Juan Lopez will let us know when the link to the CPARS Guide goes live in the DFARS PGI. ACTION: NSLC will email CPARS users once the Guide is incorporated in the DFARS PGI. ACTION: Heidi Johnson will provide changes to some of the phone numbers in the Air Force appendix for incorporation into the Guide.**

1115 ACASS & CCASS Guide Status – (Ms. Marilyn Kells, USACE)

The CCASS Guide is available on the CPARS web site under the Reference Material link. The Guide is also with DPAP awaiting signature. The ACASS Guide is with the U.S. Army Corps of Engineers (USACE) Office of Council for review. **ACTION: Juan Lopez will work the process of incorporating the ACASS & CCASS Guides into the DFARS PGI.**

1130 Lunch

1230 DoD Guidance on Health Care & Fuels – (Mr. Gregg Oneal, HQ AMC)

There is confusion surrounding the reporting thresholds for health care and fuels. The thresholds for both are \$100,000 but the DoD CPARS Guide shows health care under the services business sector (where the threshold is \$1,000,000) and fuels under operations support (where the threshold is \$5,000,000). **ACTION:**

Doreen Powell will modify the DoD CPARS Guide to show the reporting dollar threshold for each business subsector. The threshold for health care will be noted under the Professional/Technical & Management Support Services subsector.

1245 Addressing Labor Issues on CPARS – (Ms. Heidi Johnson, SAF/AQCP)

A question arose regarding whether the DoD CPARS Guide should specifically call out labor issues (such as non-payment of workers and strikes) for evaluation on a CPAR. The Board decided that labor issues were not prevalent enough to warrant special attention in all CPARs. It was noted that if labor issues were a problem in contract performance, they would be addressed as part of the other CPAR evaluation areas, such as management.

1300 Evaluating Design-Build Contracts – (Ms. Marilyn Kells, USACE)

Firms in the architect-engineering industry would like to be evaluated separately on design-build contracts in order to establish a record of performance history that can be used to obtain future business. However, per DPAP, this cannot be done as these firms are a subcontractor on design-build contracts and ACASS & CCASS evaluate only prime contractors.

1330 Proposed Enhancement: Tickler File – (Ms. Susan Orris, HQ AMC)

A proposal for an automated team building process in which the Contracting Officer, in lieu of the Focal Point, authorizes user access was presented. The Board did not wish to make such a change at this time. CPARS will continue to be used with its existing access assignment process, and this enhancement will be addressed at a future Board meeting if there is feeling that it is still needed.

1400 Break

1415 Proposed Enhancements

Numerous proposed enhancements were discussed. An enhancement list will be provided in a separate spreadsheet.

1445 Apache Tomcat Conversion Status – (Ms. Doreen Powell, NSLC)

The conversion from SilverStream to Apache Tomcat is under way. This will require a complete retest of the system and is thus extremely resource intensive. Therefore, no additional training seminars have been scheduled until after the conversion is complete. The conversion is scheduled to complete in early October, with CPARS set to be rehosted at the Defense Information Systems Agency (DISA) in December.

1500 PPIMS Transition Status – (Mr. Ed Marceau, NSLC & Mr. Berry Dunbar, DASA(P&P))

As of June 9, Army, DISA, USACE, and National Guard Bureau were live on CPARS. The process included migrating approximately 10,000 files, as well as user accounts. Numerous mapping efforts were undertaken to ensure that files migrated properly. Focal Points and users have been notified of their new accounts, along with instructions on how to use CPARS. New users have also attended several onsite training seminars and numerous online classes.

1515 Training Status – (Ms. Doreen Powell, NSLC)

Since the last Board meeting in November 2006, a total of 2245 Government users and 143 Contractor users have been trained via onsite seminars and online training. Onsite seminars have been conducted at Rock Island, IL, Fort Eustis, VA, DFAS Columbus, OH, Pearl Harbor, HI, Huntsville, AL, Scott Air Force Base, IL, and Wiesbaden, Germany. The online training schedule has been ramped up to include extra classes in support of the PPIMS transition. An instructional video has been recorded as part of the PPIMS transition. **ACTION: NSLC will investigate posting the instructional video on the CPARS web site.**

1530 Compliance Metrics & DoD IG Audit – (Mr. Ed Marceau, NSLC)

A DoD level roll up of compliance with CPARS reporting requirements for FY05 contracts has been provided to the CMB and the BTA. The compliance rate is approximately 20% - 24%. The rate was determined based on a comparison of the records available in the Federal Procurement Data System – Next Generation (FPDS-NG) and the evaluations entered in CPARS. Automated reports to show compliance at the Command level will be coming in the future. It is also encouraged to look at CPARS reporting compliance as part of local Command Performance Inspections. The DoD IG is conducting an audit to determine compliance with CPARS reporting compliance for major systems. The audit may be expanded to incorporate services in the future.

1545 Outstanding Action Items – (All)

- **New CMB Charter** - NSLC will revise the CMB Charter to reflect the changes to Board membership and will forward the updated Charter to the BTA and DPAP for signature. **BTA has drafted the charter. ACTION: Comments on the Charter are to be provided by June 27.**
- **Subcontractor Evaluations** – 1) The CCASS Policy Guide will be updated to note that subcontractors shall not be evaluated, even under design-build contracts. **This is included in the CCASS Policy Guide under paragraph 5.12.** 2) A statement that subcontractors shall not be evaluated will be placed in the DoD CPARS Guide. **Done.** 3) Mike Canales will provide the Board's response to the industry representative who requested that a separate evaluation of subcontractors be provided on

design-build contracts. **ACTION: Doreen Powell will follow up with Mike Canales.**

- **Reservist Access to CPARS** – 1) A caution to avoid the appearance of a conflict of interest when granting Reservist access to CPARS will be included in the DoD CPARS Guide. **Done.** 2) The policy on Reservist access to PPIRS will be included as a frequently asked question on the PPIRS web site. **Referred to the PPIRS team.** 3) The suggestion of automatically deleting PPIRS user accounts after a specified time period will be addressed to the PPIRS Configuration Management Board. **The suggestion has been provided to the PPIRS Program Manager.**
- **Need for CPARS DD Forms** – 1) Mike Canales will work with Heidi Johnson to go through the process to delete the DD forms. 2) The DoD CPARS Guide will show the html (data element) view of the forms. **Done.** **The DoD CPARS Guide shows each data element along with its definition.**
- **Use of Hardcopy Forms** – 1) NSLC will remove the Focal Point's ability to input completed evaluations in conjunction with the Apache Tomcat release. **Ability to input completed evaluations has been removed in the Beta version of Apache Tomcat.** 2) NSLC will provide a monthly notice to Focal Points and Senior Command Officials (cparb) stating that the functionality for inputting hard copy forms is going away. **A monthly notice has been provided to Focal Points.** 3) Closer to the implementation date, NSLC will post a notice to the logon screen informing users that the ability to input a completed CPAR will no longer be available.
- **OFPP Guide for Contractor Performance in the Acquisition Process** – 1) Ed Marceau will provide an electronic copy of the Guide to the CMB. **Done.** 2) Nina Morrow will provide a sample template notifying the contractor that they are subject to the CPARS process, that they must provide points of contact, and that the process will require PKI. NSLC will post the template as a Best Practice. **Done.** 3) Marilyn Kells will provide a list of PKI frequently asked questions for the web site.
- **Compliance with Small Business Subcontracting Goals** – Heidi will check the status of the updated CPARS forms showing an assessment of compliance with small business subcontracting goals. **No longer an issue as forms are being deleted.**
- **Email Distribution of CPARs** – Ted and Heidi will develop verbiage to be added to the CPARS guides prohibiting distribution of CPARs via email. This verbiage will be included in the DoD CPARS Guide. **Done**

1600 Scheduling Next Meeting - (All)

ACTION: Juan Lopez will provide the location of the next meeting.